



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: September 11, 2019
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #1:
9:00AM- 9:20AM

APPLICATION: Ninth Amendment to the Amended and Restated Master
Development Agreement and Conceptual Development Plan for the Port Orange
Gateway Center Planned Commercial Development
CASE NO.: 19-40000005
LOCATION: 1751 Dunlawton Avenue

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Briana Conlan-King, Senior Planner
Shannon Balmer, Assistant City Attorney

ATTENDING REPRESENTATIVES FOR APPLICANT

Joey Posey, Esquire

ATTENDING CITIZENS

Sarah Jones

ACCEPTED

Melanie Schmotzer
Development Review Technician

9-11-19

DATE

SDRC MEETING DATE SEPTEMBER 11, 2019
GATEWAY CENTER PCD - NINTH AMENDMENT
CASE NO. 19-40000005
OUTSTANDING TECHNICAL COMMENTS AS OF 9/5/2019

**The comments below may be revised and/or supplemented following staff discussion
with the development team at SDRC meeting scheduled for**

PLANNING DIVISION REVIEW COMMENTS:

(Briana Conlan-King, (386) 506-5676/brking@port-orange.org):

MDA

1. Section 15(3)(b) needs to be revised or deleted, the following statement still remains: "No outside goods displayed or stored shall extend above the screen wall so as to be visible from abutting parking areas or public right-of-way".
2. Add to Section 15(3): Define customer loading zone areas with bollards to prevent parking in front of display areas in order to create safer vehicular and pedestrian traffic flow.
3. Provide the new parking calculations to reflect the reduction from 489 spaces to 405 spaces and confirm the requested parking ratio.
4. The request to change the minimum parking ratio from 1/300sf for retail/office requires documentation from Lowe's to support the reduced the amount of parking.
5. Update "Exhibit C" Dimensional Requirements Table for Lot 6 to include updated parking calculations.
6. Section 14(c): Add a statement that specifies the special event (seasonal sales) set up and take down timeframe, general time period (mid-November – end-December), and location of the Christmas tree sales.
7. Section 14(a): Indicate in the type of fencing proposed for Lot 6 outdoor product storage area.

CDP

8. Include callout box for the loading zone areas that indicates, "bollards will be used to identify the loading zones and create a physical separation form travel lanes and pedestrian traffic" [LDC, Ch. 17, Sec. 18(g)(2)(m) and Ch. 12, Sec. 5(c)].
9. Revise the specific callout identification areas with different types of hatching/cross hoatching. See the attached CDP mark-up with revisions.
10. Revise the title to: "Conceptual Development Plan for the 9th Amendment to the Port Orange Gateway Center MDA" [LDC, Ch. 17, Sec. 18(g)(2)(a)].
11. Provide the following site data information (table) for both Lot 6 and the Port Orange Gateway Center PCD as has been updated in previous amendments:
 - a. Lot dimensions (width and depth) and lot acreage [LDC, Ch. 17, Sec. 18(g)(2)(d)];
 - b. Minimum lot size, total number of lots, and average lot size [LDC, Ch. 17, Sec. 18(g)(2)(f)];
12. Include a vicinity map showing the zoning of the area and the relationship of the proposed PCD to surrounding development [LDC, Ch. 17, Sec. 18(g)(2)(c)].
13. Include a note on the CDP that "Compliance with the Land Development Code may necessitate modification of the conceptual plan." [LDC, Ch. 17, Sec. 18(g)(2)(k)]
14. Provide the location of the existing utilities, easements or other proposed improvements on Lot 6, and the location of the existing buildings, utilities, easements, roads, lot lines, and abutting property owners within the Port Orange Gateway Center PCD [LDC, Ch. 17, Sec. 18(g)(2)(i)].
15. Indicate the location of all common areas, drainage areas, and conservation areas [LDC, Ch. 17, Sec. 18(g)(2)(d)].

16. Identify the bufferyards and landscaped areas [LDC, Ch. 17, Sec. 18(g)(2)(m)].

CITY ATTORNEY REVIEW COMMENTS: (Shannon Balmer, Assistant City Attorney (386) 506-5535/sbalmer@port-orange.org; or Matthew Jones, Deputy City Attorney (386) 506-5527/mjones@port-orange.org):

1. City Attorney's Office is joining in with Planning on comments.

ENGINEERING DIVISION REVIEW COMMENTS: (Larry A. Roberts, Engineer (386) 506-5665 lroberts@port-orange.org; Lisa Epstein, Engineering Specialist (386) 506-5662 lepstein@port-orange.org; Valerie Duhl, Engineering Intern (386) 506-5664 vduhl@port-orange.org):

1. No Comments.

PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS: (Junos Reed, P.E. Engineering & Construction Manager (386) 506-5754/jureed@port-orange.org; Gregg Marino, Engineering Intern (386) 506-5756/gmarino@port-orange.org):

1. No Comments.

PUBLIC WORKS REVIEW COMMENTS: (Alex Popovic, Engineering Intern (386) 506-5572/apopovic@port-orange.org; Kristine Martin, Engineering Inspector (386) 506-5597/kmartin@port-orange.org; Mick Neals, Solid Waste Manager (386) 506-5571/mneals@port-orange.org):

1. No Comments.

PUBLIC UTILITIES/RIGHT-OF-WAY REVIEW COMMENTS: (Linda Johnson, Right-of-Way Agent (386) 506-5755/ljohnson@port-orange.org):

1. No Comments.

BUILDING DIVISION REVIEW COMMENTS: (Robert Harrell, Building Inspector/Plans Examiner (386) 506-5621/rharrell@port-orange.org; Allan Tischler, Chief Building Official (386) 506-5627/atischler@port-orange.org):

1. No Comments

FIRE DEPARTMENT REVIEW COMMENTS: (Beau Gardner, Fire Marshal (386) 506-5905/bgardner@port-orange.org):

1. No comments.